

Checklist for International Students On-Campus Job Process

- 1 Apply to [UTEP Student Employment Jobs](#) in Handshake
- 2 Ask your on-campus employer for a job offer letter
- 3 Submit the On-Campus Work Authorization & Social Security Letter requests through [Sunapsis](#)
- 4 Take all letters to the Social Security Administration Office (600 Texas Ave.) to request the card
- 5 Once you have a social security number, you may continue your process with the [UTEP Human Resources Department](#) (hr@utep.edu)
- 6 Report your hire on [Handshake](#)

For more information email:
oiip@utep.edu

